



Permit # \_\_\_\_\_

**Application for Change of Occupancy**

**Department of Building Services**  
P.O. Box 736, 300 W. Ash, City County Building  
Salina, KS 67402-0736 – Phone: 785-309-5715

Street Address \_\_\_\_\_ Suite \_\_\_\_\_

Legal Description \_\_\_\_\_

Property Owner \_\_\_\_\_

Business Owner: \_\_\_\_\_

Business Name: \_\_\_\_\_

Describe the previous use and describe the proposed use: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mail Certificate To: Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

The undersigned hereby applies for a Certificate of Occupancy to comply with Section 42-728 of the City of Salina Code. Please understand that an inspection may be required. If an inspection is necessary, city staff will contact the applicant to schedule a date and time for the inspection.

Applicant Name-PRINT \_\_\_\_\_ Phone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Official Use Only**

<input type="checkbox"/>	Building Services Dept.	<p>Indicate with an "X" departments involved in the review for this permit.</p> <p>←</p> <p>Complete the information at the right. →</p>	<input type="checkbox"/>	Inspection Required? Y-N	
<input type="checkbox"/>	Fire Department		<input type="checkbox"/>	Date Inspection Performed	
<input type="checkbox"/>	Planning Department		<input type="checkbox"/>	Previous Occupancy Class	
<input type="checkbox"/>	Engineering Department		<input type="checkbox"/>	New Occupancy Class	
<input type="checkbox"/>	Health Department		<input type="checkbox"/>	Type of Construction	
<input type="checkbox"/>	Utilities Department		<input type="checkbox"/>	Zoning Class	

Occupancy Approved By \_\_\_\_\_ Date \_\_\_\_\_  
Building Official

**Fee: \$50.00, due at time of application**

Receipt Number \_\_\_\_\_ Date Paid \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

## **What do I need to have in order to submit this application?**

1. A completed and signed application (BLF-045)
2. A completed “Process and Storage Information” form (BLF-106)
3. Payment of the \$50.00 fee

(Effective January 1, 2004 the fee for a Change of Occupancy Application / Certificate is \$50.00. This fee is due and payable at the time of application)